

25X1A9a

F-120

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	ADDRESS	INITIALS	DATE
1	Mr. [REDACTED] Assistant to DD/I (Admin.)		
2	351 Admin. Bldg.		
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Re: [REDACTED]
Here is a copy of my memorandum transmitting to OSI a revised records control schedule. This was done at the request of [REDACTED] some time ago.

This is a very significant accomplishment. It is one that I like to point out to all offices of the Agency as an example of what can be done when prompt attention is given to the records management functions.

25X1A9a

FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[REDACTED]			9/17/56
	UNCLASSIFIED	CONFIDENTIAL	SECRET

25X1A9a